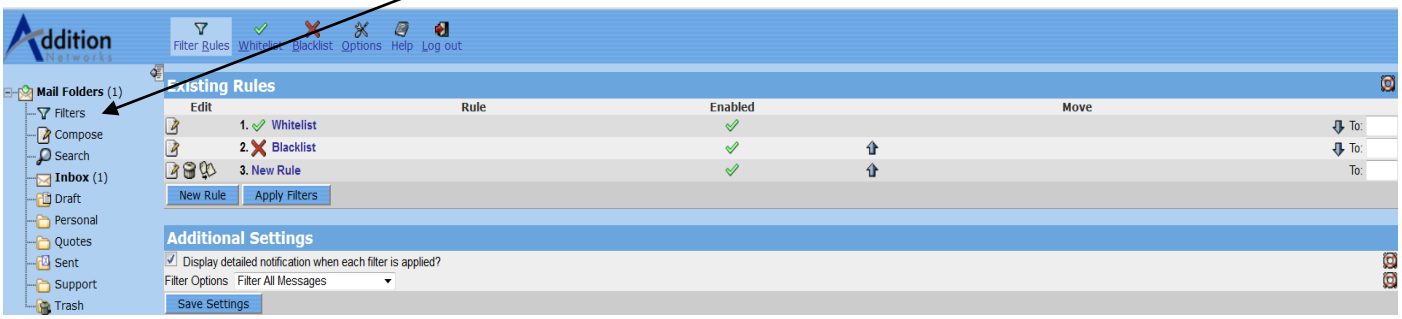
Addition Networks Portal: Filter Rules

Filter Rule Definition

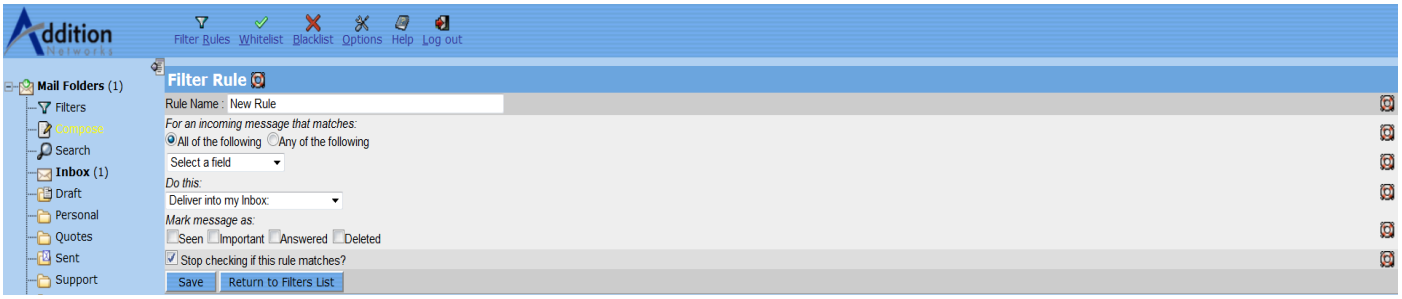
A rule is the basic building block of your mail filters; it consists of one or more conditions and one or more actions. When a message is sent to you, it is processed through the conditions of your filter rules. If the conditions that you specify are met, then the actions that you specify will be performed on that message. Filters can be very useful for automatically deleting unwanted mail, or making your mail account more manageable by storing related messages into different folders.

Mail Filters

From the **Side Navigation** bar, click the **Filters** link.



This is the main rules screen. From here you can create new rules by clicking on the **New Rule** button



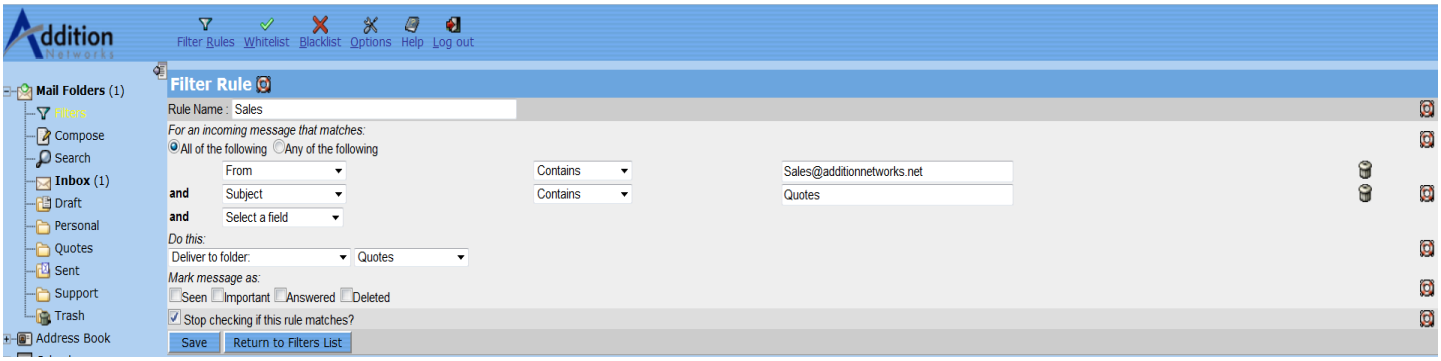
To create a new rule

- Type a descriptive name in the **Rule Name** box. You may use it to identify a rule in your filter listing.
- Select to apply the filter to incoming email that matches **All of the following**, or **Any of the following**
- Choose the matching criteria from the drop-down menu. Ex. To., Subject, From

Additional criteria will appear to allow specified conditions.

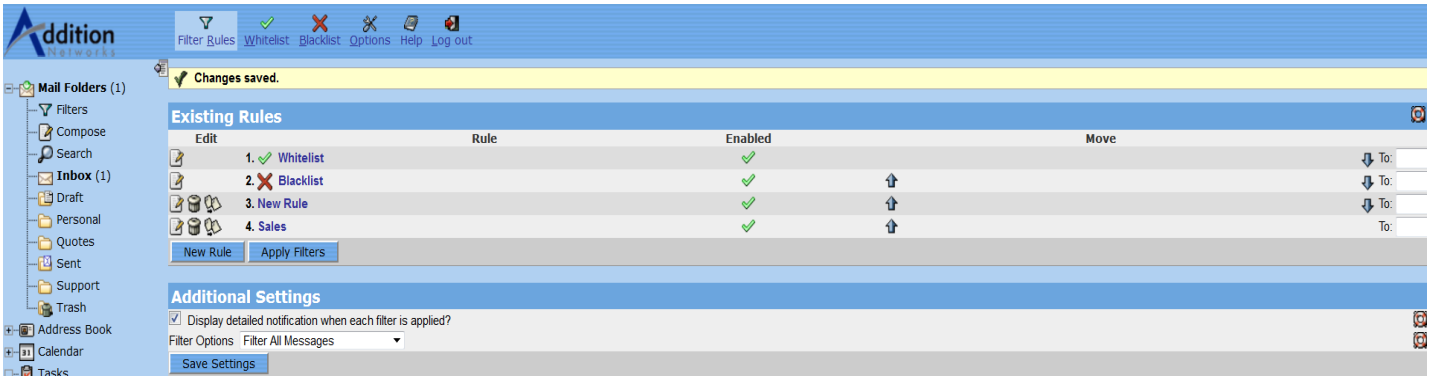
- Select the action in the drop-down menu under ***Do this:*** Ex. Deliver to folder

Additional criteria will appear to allow specified actions.



The following additional criteria can be selected, but is optional.

- *Mark message as:* Seen, Important, Answered, Deleted
- Stop checking if this rule matches? ***If this option is checked, and a message matches this rule, the remaining filters will not be processed.**
- Click the **Save** button



A confirmation, highlighted in yellow, will display at the top of the page. **Additional Settings** will appear to allow a notification preference.

- *Display detailed notification when each filter is applied?* This preference controls how verbose the filtering process is. If checked, every message filtered will result in a separate notification message output to the screen immediately after the message is processed. If unchecked, only a summary of filter actions will be output to the screen.